

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SHERIFF'S CIVIL CLERK**

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Jurisdictional Class: **Competitive**

Date Adopted: **3/27/98**

Date Revised: **11/14/08**

Jurisdictions: **County**

Union Status: **Schoharie County Local 452, Council 82, AFSCME, AFL-CIO**

Pay Grade:

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**DISTINGUISHING FEATURES OF THE CLASS:** This is a mid-level clerical position that can perform work in accounting, licensing, and quasi-legal matters. Occupant is supervised daily by Sergeant, Lieutenants, Chief Deputy, Under-sheriff, and Sheriff. Position requires ability to handle all different phases of a Sheriff's Office responsibility. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Prepares executions upon judgment debtors and garnishees, as well as returns on executions;

Maintain account ledgers for bank accounts;

Processes pistol permit amendments, pistol permit applications, supplemental permit applications, and dealer & gunsmith applications;

Prepare statistical reports on disbursements of money;

Prepare summons, subpoenas, and affidavits of service;

Track payroll hours and time off;

Maintain criminal history and motor vehicle accident reports;

Relay traffic ticket information to DMV;

Answer phones;

Type miscellaneous correspondence;

Operates various office equipment such as personal computer, typewriter, fax machine, photocopier and calculator;

May train new clerical staff;

Deal with the public on walk-in complaints and questions;

Sort and handle mail coming in and out of Department;

Notarize documents.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Working knowledge of basic principles of accounting; good knowledge of office terminology, procedures and equipment; ability to communicate and good knowledge of language; ability to understand and carry out oral and written instructions; ability to understand legal documents; high degree of accuracy; clerical aptitude; tact and courtesy; working knowledge of business arithmetic and English; ability to manipulate an alpha-numeric keyboard and type accurately at an acceptable rate of speed; ability to learn software programs required by the duties of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of clerical experience maintaining financial accounts and records; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in a business or accounting field **AND** one (1) year of clerical experience maintaining financial accounts and records; **OR**

Last Reviewed: 11/12/08

Last Updated: 11/14/08

Reviewed By: CRE

Last Reallocated: n/a

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**(C)** Or an equivalent combination of A & B.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

**SPECIAL REQUIREMENT:** Must successfully complete New York State Sheriff's Association Civil Training and must become a Notary Public for New York State within 52 weeks of appointment. Plus, Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.